

EMERGENCY MANAGEMENT PROCEDURE

INTRODUCTION

Emergency is defined in many jurisdictions as an event that requires a significant, coordinated response. The concepts of emergency and emergency management must be viewed in context, and emergency planning must account for the range of possible causes and responses. For example, natural emergencies are caused by storms, bushfires, floods, drought or weather extremes that may create an emergency. Similarly, outdoor leaders need also to prepare for emergencies caused by humans, such as accidents, lost or missing persons, or equipment failure; or social hazards, such as substance abuse and misuse, emotional trauma, or infectious diseases or food poisoning.

PLAN OVERVIEW

Verify	Confirm that there is an emergency situation
Notify	Notify appropriate authorities and staff of emergency event
Access	Determine the extent and nature of the emergency
Act	Respond to situation based on requirements, skills and responsibilities

EMERGENCY CONTACTS

Police, Ambulance, Fire	000
Program Coordinator	Sam Tilley – 0497 674 008
CEO	Andrew Grant – 0438 190 398
CYC Burleigh	07 5535 1324

ASSEMBLY LOCATIONS – TALLEBUDGERA SURF BEACH, TALLEBUDGERA CREEK (MURLONG CRES & AWWONGA AVE)

Surfing/Body Boarding/Surf Swim	Grassed area before the beach, under the tree. In front of car park
Canoeing	Grassed area under the tree. Between the trailer car park and the creek
Stand Up Paddle	Grassed area under the tree. Between the trailer car park and the creek
Raft Building	Grassed area under the tree. In front of the Raft Building location
Creek Swim	Shade sails on the beach
Tubing	Grassed area under the tree. In front of the Tubing location
Initiative Games	Grassed area to the shower on the right-hand side of the boat ramp
Dragon Boating	Grassed area to the shower on the right-hand side of the boat ramp
Rock Walk	Covered area on top of Burleigh Headland (adjacent to the carpark)
Burleigh National Park Walk	Covered area on top of Burleigh Headland (adjacent to the carpark)

ROLES & RESPONSIBILITIES

KEY PERSONNEL	RESPONSIBILITIES
Group Leader	Determine seriousness of incident. Notify relevant emergency services. Notify relevant CYC staff (Program Coordinator, CEO). Administer appropriate first aid
Activity Leader	Group control. Administer appropriate first aid under instruction of the Group Leader
Teachers	Group control

MEDIA MANAGEMENT

If in the event of an incident, media become involved (newspapers, television, newspapers etc) all enquiries should be directed to the CEO. Under no circumstances are staff, other than the CEO, permitted to speak with the media regarding an incident, unless otherwise directed by the CEO.

ROUTINE INCIDENTS

INCIDENT TYPE	RESPONSE ACTION
Adverse weather	<ul style="list-style-type: none"> Ascertain safety of activity location (consult relevant authorities & Program Coordinator) If activity location is unsuitable due to isolated reasons (high winds, tides, waves), the activity should be moved to secondary location (Program Coordinator is to be notified of any change in location) In the event of rain, activities proceed if safe to do so In the event of an electrical storm, all activities will be suspended. The Wet Weather Plan will be instigated
Over-crowding	<ul style="list-style-type: none"> Ascertain safety of activity location (consult relevant authorities & Program Coordinator) If location is deemed unsafe due to over-crowding, activity should be moved to secondary location (Program Coordinator is to be notified of any change in location)
Equipment failure	<ul style="list-style-type: none"> Equipment replaced where possible In the event of serious equipment failure (e.g. boat break down) the Program Coordinator is to be notified immediately

NON-ROUTINE INCIDENTS

INCIDENT TYPE	RESPONSE ACTION
Snake Bite	<ul style="list-style-type: none"> Remove group from area where snake is located Activity Leader to call 000, then notifies Program Coordinator Teacher controls and reassures group Group Leader renders first aid to injured student
Lost or missing person	<ul style="list-style-type: none"> In the event of a missing person feared drowned – Group Leader calls 000, teacher controls and reassures group, Activity Leader notifies Program Coordinator In the event of a lost/missing student - Group Leader notifies Program Coordinator. Activity Leader and teacher controls group in safe location (either at CYC or shaded area near activity location)
Injury/medical	<ul style="list-style-type: none"> Depending on seriousness of injury, Activity Leader to call 000, then notifies Program Coordinator Teacher controls and reassures group Group Leader renders first aid to injured student

SPECIFIC COMMUNICATION EQUIPMENT CARRIED BY GROUP

All instructors are contactable at all times via mobile phone.

RELEVANT ASPECTS OF CYC'S EMERGENCY STRATEGY

- Students are only permitted to move from one activity to another in groups.
- Instructors and teachers are located at the beginning, end and middle of the group
- Groups use pedestrian crossings and/or traffic lights whenever crossing roads (wherever possible)
- Supervision ratios are always to remain within Education Queensland Guidelines for the specific activity undertaken. If Instructors/teachers need to leave the group for any reason, the Program Coordinator must be notified.

Authorised By: Andrew Grant
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